



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

COUNTY FUNDED POSITION
Multiple Vacancies

Posting Date: July 14, 2021

Priority Cut-off Date: July 28, 2021

POSITION TITLE: Court Counselor
ANNUAL SALARY: \$34,569.60

DEPARTMENT: Juvenile Diversionary Programs
PAY GRADE: 28 **POSITION #** 000120 & 000175

SUMMARY: Perform case management and conduct interviews and risk assessments for youth referred to the Juvenile Diversion Program (JDP), including utilizing evidence-based assessment tools.

MINIMUM QUALIFICATIONS: Bachelor's degree in social work, psychology, counseling or a closely related field **and** three years of related experience. Spanish speaking preferred.

ESSENTIAL DUTIES: Maintain caseload, conduct interviews and risk assessments in juvenile cases referred to JDP.

Conduct interviews and risk assessments in juvenile cases referred to JDP.

Facilitate planning of and participation in Teen Court and Steal Classes for adults, students, attorney volunteers and clients in the execution of juvenile diversion programs during evening hours.

Perform case management on assigned caseload, provide information and referrals, and maintain regular contact to monitor progress of juvenile cases. Process case files and maintain statistical logs on all JDP cases. Routinely interact with the State Attorney's intake division and law enforcement personnel.

Prepare concise and thorough program exit letters for use of the State Attorney and Judiciary. Prepare case files for computer scanning, adhering to statutory confidentiality requirements.

Keep apprised of best practices, policies and Florida Statutes affecting juvenile diversion and civil citation processes.

Compose statistics and reports regarding cases referred to the programs.

Facilitate courthouse tours, organize and coordinate special events and trainings. Attend community fairs and seminars to educate the community regarding court programs and volunteer opportunities. Assist the public with inquiries and referrals.

Administer drug screens, as appropriate.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to conduct interviews and evidence-based risk assessments. Knowledge and experience working with community agencies and providing referrals. Skilled at providing case management services. Ability to work well under pressure; conform to shifting priorities, demands and timelines. Ability to deal tactfully with the public. Ability to use discretion concerning confidential information. Ability to conduct research and compose technical reports. Must be adept at public speaking and have the ability to communicate clearly, concisely and logically. Incumbent must be professional in all regards.

BENEFITS PACKAGE: Paid vacation, sick leave and holidays, cafeteria benefit plan including health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities and 457k Tax Deferred Retirement Plan.

TO APPLY: Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at www.fljud13.org) in (1) PDF file via email to cprs@fljud13.org. **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.